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SAPC-2701
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30 November 1955

MEMORANDUM FOR: Director of Administration

SUBJECT : Suppliers' Meeting on 12 December 1955

1. In a conversation with the Deputy Project Director late on 29 November, we confirmed 12 December as the date of the proposed suppliers' meeting. He plans to be [   ] for a day or two preceding the meeting, then to attend the meeting and return here immediately afterward. I plan to travel West on 11 December, attend the meeting on the 12th, and probably spend the 13th and 14th [   ] returning to Washington the night of the 14th.

2. I am most anxious that our Headquarters should not be virtually denuded of senior officers on this occasion, and I am anxious for financial reasons well known to you to keep our travel to a minimum. Accordingly, I believe the Headquarters delegation at this meeting should be a small one.

3. I believe it essential that [   ] attend, since he has neither had contact with the majority of our suppliers nor had any opportunity to see our equipment or to visit [   ] It might well be a good time for [   ] to make the trip. We hope that [   ] can be [   ] present, since he should have at least a preliminary visit [   ] in the near future and will have constant contact with the suppliers when he takes charge there. Certainly, either [   ] will have to be present. Unless there is pressing business which requires other Headquarters personnel to make the trip, I am inclined to think the delegation should be limited to these individuals.

4. I know you had planned to be at this meeting, and I do not want to interfere with urgent business you may have and which could not be handled, at least for the present, by one of us who will be out there. If it is at all possible, however, I hope you will let someone else handle any urgent matters and postpone your own trip until later.

(sgd) Richard M. Bissell, Jr.

RICHARD M. BISSELL, JR.
Project Director

cc: Deputy Project Director

RMB:gjg (29 Nov 55)   Cy 1 - Dir of Admin   3 - RMB Chrono   5 - Chrono
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